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**Department of Labor & Economic Growth**  
**Michigan Workers' Compensation Agency**

**Workers' Comp Calculation System**  
**Help Manual**

**Last Updated:** Monday, January 05, 2004

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## Department of Labor & Economic Growth

### Michigan Workers' Compensation Agency

# Workers' Comp Calculation System

This system is used to calculate/validate workers' compensation payments. It enables the user to determine the correct weekly rate of compensation which is payable on general disability claims as well as provide the 80% rate used to determine partial payments. It also calculates the amount due for any given period(s), including interest, if owed. It is updated yearly as new rate tables are published.

This system is used to perform the following functions:

1. **Weekly Comp Rate screen** - Calculates the weekly rate of compensation, which is due on general disability claims as well as provides the 80% rate used to determine partial payments. This screen also includes a space for discontinued fringes. The 80% rate will always be calculated based on the total of the average weekly wage and the discontinued fringes, but the general disability rate will be limited to 2/3 of the state average weekly wage, when applicable.
2. **Disability Period screen** - Calculates the number of weeks and days for any given period and indicates the total compensation due for that period. It also calculates an end date based on a beginning date and the number of weeks desired.
3. **Accrued Payment & Interest screen** - Calculates the amount of accrued benefits and interest due for one or more given periods
4. **Partial Benefits screen** - After entering in the pre and post-injury wage information, this screen will calculate the partial benefits that are due for each weekly period entered. The file can then be saved so that future periods can be calculated. Reports can also be printed so they can be attached to the Form 701 whenever partial benefits are terminated or at the end of each year.
5. **Coordination of Benefits screen** - This screen is used when an individual is receiving a benefit that can be coordinated under Section 354, including pension, wage continuation, disability insurance, self-insurance, or old-age Social Security benefits. A report can also be printed.
6. **Third Party Recovery Offsets screen** - This screen is used when an individual has received a third party recovery. The amount of the offset is calculated using the formula set forth in the Franges decision. A worksheet can also be printed.

## Installation Instructions

### Hardware and Software Requirements

- **{xe "Hardware and Software Requirements"}**PC with a 486DX/66 MHz or higher processor; Pentium or higher processor recommended.
- Microsoft Windows 95 or later operating system or Microsoft Windows NT operating system version 4.0 with Service Pack 3 or later.
- Minimum of 16 MB of RAM for Windows 95 or later (32 MB recommended).
- Minimum of 24 MB of RAM for Windows NT 4.0 (32 MB recommended).
- Minimum of 15 MB of Hard Disk space.
- VGA or higher-resolution monitor; Super VGA recommended.
- Microsoft Mouse or compatible pointing device.

## Internet Installation

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This topic describes how to install the Workers Comp Calculation System on a personal computer from the Internet. Before installing, please check the Hardware and Software Requirements topic to ensure that the PC this software will be installed on meets the requirements. The instructions below presume that you are already connected to the Internet and are in your Web Browser.

1. Go to the Workers Comp Web Download Site at: <http://www.michigan.gov/wca/0,1607,7-191--41812--,00.html> .
2. Download the **Setup.exe** file to your computer. Make note of where you downloaded this file.
3. After the download has completed successfully, start up Windows Explorer.
4. Using Windows Explorer, locate the **Setup.exe** file in the location that it was downloaded.
5. An "InstallShield Wizard" window will be displayed for you to install this program.
6. Select the **Next** button to continue with the installation.
7. A "Readme Information" window will be displayed, informing you of new updates and important information.
8. Select the **Next** button to continue.
9. A "Customer Information" window will be displayed, asking you for your user name and organization, as well as how you want to install the program.
10. Select the **Next** button to continue.
11. A "Destination Folder" window will be displayed asking you to verify the default installation folder.
12. The default is C:\Program Files\WCCalc.
13. To change the default installation directory, select the **Change** button.
14. In the "Change Current Destination Folder" window, locate the drive and directory that you wish to install this system into.
15. When completed, select the **OK** button.
16. Select the **Next** button to accept the Destination Location.
17. A "Ready to Install the Program" window will be displayed informing you of your selections so far.
18. Select the **Install** button to start copying files to your computer.
19. Setup will now start installing the Workers Comp Calculation System on your computer.
20. A "InstallShield Wizard Complete" window will be displayed telling you setup completed successfully and offering to launch the program. If you do not wish to launch the program at this time, uncheck the check box.
21. Select the **Finish** button to complete this installation process.
22. The "Workers Comp Calculation System" should now be successfully installed.
23. To start up the "Workers Comp Calculation System", do one of the following:
24. Leave the **Launch the Program** check box selected after installation.
25. Double click the **Workers Comp Calc System** Icon that Setup should have placed on your desktop.
26. Select the Windows **Start** button, select **Programs, Workers Comp Calc**, and select the **Workers Comp Calc System** Icon.
27. If this is the first time the program has been run, a screen will prompt you to set up the Partial Data folder. The default location cannot be changed. Click the **Create New Tables** button, click **Yes** on the next screen, then click **Save and Exit**. This screen will not appear again as long as the Partial\_Data folder is present.

## CD ROM Installation

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This topic describes how to install the Workers Comp Calculation System on a personal computer. Before installing, please check the Hardware and Software Requirements topic to ensure that the PC this software will be installed on meets the minimum requirements. If the Workers Comp Calculation System has been previously installed, the old system should be uninstalled first. See the Uninstall Information topic for more information.

1. Insert the Workers Comp Calculation System CD in your CD ROM Drive.
2. In Windows Explorer, select your CD ROM Drive (Ex: D:) .
3. Locate and double click the **Setup.exe** file (Ex: D:\Setup.exe).
4. An "InstallShield Self-extracting EXE" window will be displayed asking if you wish to install this program.
5. Select the **Setup** button to continue with the installation.
6. InstallShield will begin extracting the required setup files on your computer.
7. A "Workers Comp Calculation System" Welcome window will be displayed with a Welcome message.
8. Select the **Next** button to continue.
9. A "Readme Information" window will be displayed, informing you of new updates and important information.
10. Select the **Next** button to continue.
11. A "Choose Destination Location" window will be displayed asking you to verify the default installation folder.
  - The default is C:\Program Files\WCCalc.
  - To change the default installation directory, select the **Browse** button.
  - In the "Choose Directory" window, locate the drive and directory that you wish to install this system into.
  - When completed, select the **OK** button.
12. Select the **Next** button to accept the Destination Location.
13. A "Select Program Folder" window will be displayed asking you what Program Group to put the icons into.
  - The Default will be "Workers Comp Calculation".
14. After you've made your selection, select the **Next** button to continue.
15. A "Start Copying Files" window will be displayed informing you of your selections so far.
16. Select the **Next** button to start copying files to your computer.
  - Setup will now start installing the Workers Comp Calculation System on your computer.
17. A "Setup Complete" window will be displayed asking you to Restart your Computer. Select the **Yes, I want to restart my computer now.** option to continue.
18. Select the **Finish** button to complete this installation process.
19. The "Workers Comp Calculation System" should now be successfully installed.
20. To start up the "Workers Comp Calculation System", do one of the following:
  - Double click the **Workers Comp Calculation System** Icon that Setup should have placed on your desktop.
  - Select the Windows **Start** button, select **Programs**, **Workers Comp Calculation**, and select the **Workers Comp Calculation System** Icon.
21. If this is the first time the program has been run, a screen will prompt you to set up the Partial Data folder. The default location cannot be changed. Click the **Create New Tables** button, click **Yes** on the next screen, then click **Save and Exit**. This screen will not appear again as long as the Partial\_Data folder is present.

## Uninstall Information

This topic includes instructions on uninstalling the Workers Comp Calculation System. This may be necessary if you are experiencing problems with the current version.

### **If you are using the Workers Comp Calculation System Version 1.1.3 or higher, use these instructions to uninstall.**

1. Select the Windows **Start** button, **Settings, Control Panel, Add/Remove Programs**.
2. From the "Add/Remove Program Properties" window, select the "Workers Comp Calculation System" from the list.
3. Select the **Add/Remove** button.
4. A "Confirm File Deletion" window will be displayed asking you if you really want to uninstall this product.
5. If you selected **Yes**, UnInstallShield will remove all of the files from your computer.
- Note: You may get a few windows informing you that you are removing files that are not used by other applications. Answer these questions carefully as removing some of the files could cause other programs not to work properly.
6. Select the **OK** button to close the "Remove Programs From Your Computer" window.
7. Select **OK** to close the Add/Remove Program Properties window.

### **If you are using the Workers Comp Calculation System Version 1.1.2 or below, use these instructions to uninstall.**

1. Select the Windows **Start** button, **Settings, Control Panel, Add/Remove Programs**.
2. From the "Add/Remove Program Properties" window, select the "Workers Comp Calculation System" from the list.
3. Select the **Add/Remove** button.
4. A "Windows Installer" window will be displayed briefly.
- A "Welcome to the Workers Comp Calculation System Setup Wizard" window will be displayed.
5. To uninstall this system, select the **Remove Workers Comp Calculation System** option.
6. Select the **Finish** button to start the uninstall process.
- Setup will remove all components of this system.
- When finished, an "Installation Complete" window will be displayed.
7. Select the **Close** button.
8. Select **OK** to close the Add/Remove Program Properties window.



## Workers Comp Calculation System

### Weekly Comp Rate Screen

Third Party Recovery Offsets		Coordination of Benefits	
Weekly Comp Rate	Disability Period	Accrued Payment & Interest	Partial Benefits
<b>Year of Injury</b>	2003	<b>Average Weekly Wage</b>	\$ 750.00
<b>Discontinued Fringes</b>	\$ 120.00	<b>Nbr of Dependents</b>	0
<b>Tax class</b>	A	<b>Tax Class</b>	1 or A = Single 2 or B = Head of Household 3 or C = Married/Joint 4 or D = Married/Separate
<b>Calc Weekly Comp</b>			
<b>80% Rate</b>	\$ 495.61	(Including fringes)	
<b>General Disability Rate</b>	\$ 483.31	2/3 of SAWW	
<input type="checkbox"/> Carry Comp Rate forward to Disability Period.			
<b>Reset</b>	<b>Print</b>	<b>Exit</b>	<b>F1 - Help</b>

#### Purpose

This screen is used to calculate/validate workers' compensation payments. It enables the user to determine the correct weekly rate of compensation which is payable on general disability claims as well as provide the 80% rate used to determine partial payments. If discontinued fringes are entered, the calculation will limit the rate to 2/3 of the state average weekly wage, when applicable.


#### How to use this screen

1. Enter a valid four digit Year of Injury in the "Year of Injury" field.
  - Valid Years are 1966 thru 1981 and 1984 thru the present year.
  - Note: If you are not able to process the current year, make sure you are using the latest version.
2. Enter the Gross Weekly Wage in the "Gross Weekly Wage" field.
3. Enter the Discontinued Fringes, if any, in the "Discontinued Fringes" field.
4. Enter the Number of Dependents in the "Nbr of Dependents" field.
5. Enter the Tax Class Code in the "Tax Class" field.
  - This field is not required for years of injury from 1966 thru 1981.
6. Select the **Calc Weekly Comp** button to calculate both the 80% Rate and the General Disability Rate.
7. To clear all of the fields on this screen to their default values, select the **Reset** button.
8. To Print a report with all of the calculated values on this screen, select the **Print** button.
9. To carry the Comp Rate forward to the Disability Period screen, select the **Carry Comp Rate forward to Disability Period** checkbox.

To use Keyboard Shortcuts on this screen, select the **CTRL** Key plus the underlined letter of the function you wish to perform.

For Example:

- To Calculate the Weekly Comp, select the **CTRL+W** key combination.
- To Reset the screen fields to their original values, select the **CTRL+R** key combination.
- To print the report, select the **CTRL+P** key combination.
- To Exit out of this screen, select the **CTRL+E** key combination.
- To go to the next page (or Tab), select the **Page Down** key.
- To go to the previous page (or Tab), select the **Page Up** key.

To display On-Line Help for this screen, either press your **F1** key, or select the  button.

## Disability Period Screen

Third Party Recovery Offsets		Coordination of Benefits	
Weekly Comp Rate	Disability Period	Accrued Payment & Interest	Partial Benefits
<input type="radio"/> Calculate Nbr of Weeks		<div>Per Rule 418.31a of the Workers' Disability Compensation Act, all dates of injury on and after 5-11-1999 must be calculated on a 7 day work week.</div>	
<input checked="" type="radio"/> Calculate by Date Range			
Beginning Date	01/01/2003		
Ending Date	06/01/2003		
Weekly Comp Rate	\$ 450.00		
Days Worked Per Week	5		
<div>Calculate Total Comp</div>			
Total Weeks		21	
Remaining Work Days		3	
Total Comp Payment for the Period		\$9,720.00	
<div>Reset</div>		<div>Print</div>	<div>Exit</div>
		<div>F1 - Help</div>	

### Purpose

This screen is used for two different purposes. One is to calculate the Total Comp by Date Range, as in the picture above. The other is to Calculate the Total Number of Weeks from a specific date. See # 2 below.

### How to use this screen

#### 1. To Calculate the Total Comp using a Date Range, do the following:

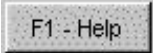
- Select the **Calculate by Date Range** option.
- Enter a date in the "Beginning Date" field.
- Enter a date in the "Ending Date" field.
- Enter the weekly comp rate in the "Weekly Comp Rate" field.
- Enter the days worked per week in the "Days Worked Per Week" field.
- **Note: All DOI's on and after 5-11-1999 must be calculated on a 7 day work week.**
- **5 Day Work Week Definition:** This system expects that a 5 Day Work Week is Monday thru Friday. If a 5 Day Work Week is selected, Saturday and Sunday will not be included in the calculation. In other words, if you have a Beginning Date of 01/01/2000 (Saturday) and an Ending Date of 01/02/2000 (Sunday), the Total Comp Payment for the Period will be 0.00.
- Select the **Calculate Total Comp** button to calculate the Total Weeks, Remaining Work Days, and the Total Comp for the given date range.
- To clear all of the fields on this screen to their default values, select the **Reset** button.
- To Print a report with all of the values on this screen, select the **Print** button.

**2. To Calculate the Total Number of Weeks, do the following:**

- Select the "Calculate Nbr of Weeks" option.
- Enter the number of weeks in the "Nbr of Weeks" field.
- Enter a date in the "Beginning Date" field.
- When you leave the Beginning Date field, the "Ending Date" will automatically be calculated (displayed in red).

Most Keyboard Shortcuts on this screen use a **CTRL** Key plus the underlined letter of the function you wish to perform.

- For Example:
- To Calculate the Total Comp, select the **CTRL+T** key combination.
- To Reset the screen fields to their original values, select the **CTRL+R** key combination.
- To Print the report, select the **CTRL+P** key combination.
- To Exit out of this screen, select the **CTRL+E** key combination.
- Right Mouse options are also available as described below:
- To fill any Date Field using a Calendar screen, do the following:
- Right click the mouse button when in a Date Field.
- A Calendar screen will appear.
- Using your mouse, select a date using the Calendar.
- Click the Select button.
- The date you selected will be pre-filled in your date field.
- See the Calendar Screen Topic for more information.
- To go to the next page (or tab), select the **Page Down** key.
- To go to the previous page (or tab), select the **Page Up** key.

To display On-Line Help for this screen, either press your **F1** key, or select the  button.

## Accrued Payment and Interest Screen

Third Party Recovery Offsets					Coordination of Benefits				
Weekly Comp Rate		Disability Period		Accrued Payment & Interest			Partial Benefits		
				This Period		All Periods			
Beginning Date	01/24/2003	Total Weeks		1		3			
Ending Date	1/1	Remaining Work Days		0		0			
Date Paid	01/30/2003	Comp Payment for the Period		\$650.00		\$1,750.00			
Weekly Comp Rate	\$ 0.00	Interest Payment for the Period		\$1.25		\$6.43			
Days Worked Per Week	5	Comp and Interest for the Period		\$651.25		\$1,756.43			
<input type="button" value="Edit"/> <input type="button" value="Delete"/> <input type="button" value="Calculate Accrued"/>									
Begin Date	End Date	Date Paid	Comp Rate	Days Wk	Tot Wks	Rem Days	Total Comp	Total Int	Comp & Int
01/03/2003	01/09/2003	01/30/2003	500.00	5	1	0	500.00	2.88	502.88
01/10/2003	01/16/2003	01/30/2003	600.00	5	1	0	600.00	2.30	602.30
01/17/2003	01/23/2003	01/30/2003	650.00	5	1	0	650.00	1.25	651.25
Grand Totals:				3	0		\$1,750.00	\$6.43	\$1,756.43
Total Records		3		Reset		Print		Exit	
								F1 - Help	

### Purpose

This screen is used to calculate Accrued Payments & Interest for one or more payment periods.

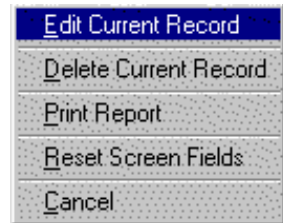
### How to use this screen

- Enter the starting date of the first payment period in the **Beginning Date** field.
- Enter the ending date of the first payment period in the **Ending Date** field.
- Enter the date that the payment will be made in the **Date Paid** field.
- Enter the Comp Rate for the first payment period in the **Weekly Comp Rate** field.
- Enter the days worked per week in the **Days Worked Per Week** field.
- Note: All DOI's on and after 5-11-1999 must be calculated on a 7 day work week.**
- Calculate the accrued information by selecting the **Calculate Accrued** button.
- The information for the first week will be calculated in red to the right of the data entry fields and also added to the grid at the bottom of the screen. In addition, the "Beginning Date" will be automatically calculated for you for the next period and the cursor will be positioned in the "Ending Date" field.
- Note:** The "Beginning Date" can still be changed, if desired.
- Continue entering all remaining payment periods by following the steps above until completed.
- To make changes to records that were entered incorrectly, do the following:**
  - Select the record that is incorrect by clicking on it in the Grid at the bottom of the screen.
  - Either select the **Edit** button, or **Right Click** the mouse button to display a menu and select the **Edit the Current record** option.
  - Change the information for the current record.
  - Select the **Calculate Accrued** button to add it back to the list.
- To Delete a record, do the following:**
  - Select the record that needs to be deleted by clicking on it in the grid at the bottom of the screen.
  - Either select the **Delete** button, or **Right Click** the mouse button to display a menu and select the **Delete the Current Record** option.
- To clear all of the fields on this screen to their default values, select the **Reset** button.
- To Print a report with all of the values on this screen, select the **Print** button.


Most Keyboard Shortcuts on this screen use a **CTRL** Key plus the underlined letter of the function you wish to perform.

- For Example:**
- To Calculate the Accrued information, select the **CTRL+A** key combination.
- To Reset the screen fields to their original values, select the **CTRL+R** key combination.
- To print the report, select the **CTRL+P** key combination.
- To Exit out of this screen, select the **CTRL+E** key combination.

- **Right Mouse options are also available as described below:**
- To fill a Date Field using a Calendar screen for any Date Field, do the following:
- Right click the mouse button when in a Date Field.
- A Calendar screen will appear.
- Using your mouse, select a date using the Calendar.
- Click the Select button.
- The date you selected will be pre-filled in your date field.
- **To Edit the records in the Grid at the bottom of the screen, do the following:**
- Right click the mouse button when in a row of the grid that you wish to modify.
- A menu will appear as displayed below.



- Select the desired menu option.
- To go to the next page (or tab), select the **Page Down** key.
  - To go to the previous page (or tab), select the **Page Up** key.

To display On-Line Help for this screen, either press your **F1** key, or select the  button.

## Offsets"}

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## Coordination of Benefits

Weekly Comp Rate	Disability Period	Accrued Payment & Interest	Partial Benefits
Third Party Recovery Offsets			
<b>Year Benefit Received</b>	2003	<b>Weekly Benefit Amt.</b> \$ 350.00	
<b>Nbr of Dependents</b>	0	<b>Subject to FICA?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>Tax class</b>	A	<b>Subject to State Income Tax?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>Tax Class Description</b>	Single	<b>% of Employer Contribution</b> 100 %	
<b>Weekly Benefit Amt.</b> \$ 350.00 <b>80% After-Tax Amt.</b> \$ 222.87 <b>100% After-Tax Amt.</b> \$ 278.59 <b>FICA Tax</b> \$ 0.00 <b>State Income Tax</b> \$ 0.00 <b>% of Employer Contribution</b> 100 % <b>Amount to be Coordinated</b> \$ 278.59		<b>Calc Benefits</b> <b>Plan Type</b> Pension	
<b>Old-Age Social Security Benefits</b> <b>Monthly Old Age Benefit</b> \$ 350.00 <b>Calc Wkly</b> <b>Weekly Old Age Benefit</b> \$ 80.83 <b>Amount to be Coordinated</b> \$ 40.42			
<b>Reset</b> <b>Print</b> <b>Exit</b> <b>F1 - Help</b>			

### Purpose

This screen is used to calculate the Coordination of Benefits for Pension, Wage Continuation, Disability Insurance, and Self-Insurance Plans. It enables the user to determine the Amount to be Coordinated (either by including or excluding FICA and State Income Tax). This screen also has the ability to calculate coordination of Old-Age Social Security Benefits. In order to be consistent with recent case law regarding the calculation of partial benefits, the program calculates coordination of benefits based upon the year benefits are received rather than the year of injury.

### How to use this screen

1. Enter a valid four digit Year that the benefit was received in the **Year Benefit Received** field.
2. Enter the Number of Dependents in the **Nbr of Dependents** field.
3. Enter the Tax Class Code in the **Tax Class** field.
4. Enter the Weekly Amount of Coordinatable benefit in the **Weekly Benefit Amt.** field.
5. If the benefit plan is not subject to FICA, click on the **'NO'** checkbox and FICA will be added back in (since it was removed during the 80% after tax calculation in line 2).
6. If the benefit plan is not subject to state income tax, click on the **'NO'** checkbox and state income tax will be added back in (since it was removed during the 80% after tax calculation in line 2).
7. Enter the Percentage of Employer Contribution in the **Percent of Employer Contribution** field.
8. Select the Plan Type by clicking on the dropdown box for **Plan Type**.
9. To calculate the Coordination of Benefits, Click on the **Calc Benefits** button.

To calculate the Old-Age Social Security Benefits portion of the screen:

- 1) Enter the Monthly Old Age Benefit Amount in the **Old Age Benefit Amount** field.
- 2) Click on the **Calc Wkly** button to calculate the Weekly Old Age Benefit Amount and the Amount to be Coordinated.

To use Keyboard Shortcuts on this screen, select the **CTRL** Key plus the underlined letter of the function you wish to perform.

For Example:

- To Calculate Coordination of Benefits, select the **CTRL+B** key combination.
- To Reset the screen fields to their original values, select the **CTRL+R** key combination.
- To Calculate Old-Age Social Security Benefits, select the **CTRL+K** key combination.
- To print the report, select the **CTRL+P** key combination.
- To Exit out of this screen, select the **CTRL+E** key combination.
- To go to the next page (or Tab), select the **Page Down** key.
- To go to the previous page (or Tab), select the **Page Up** key.


To display On-Line Help for this screen, either press your **F1** key, or select the **F1 - Help** button.  
Reset will delete all entries on the screen.

### **Special Features**

This screen has an option to print a report, which displays all the above calculations in an easy-to-read format. Select the **Print** button to print the report.



## Partial Benefits

Third Party Recovery Offsets					Coordination of Benefits																																																																	
Weekly Comp Rate		Disability Period		Accrued Payment & Interest		Partial Benefits																																																																
<div> <b>File Name:</b> <input type="text" value="New File"/> <span>Calc</span> <span>Edit</span></div>																																																																						
<div><b>Add/Edit File</b> <table><tr><td><u>Ini Year</u></td><td><u>AWW Before Ini</u></td><td><u>Disc Fringes</u></td><td><u>Dependents</u></td><td><u>Tax class</u></td><td><u>Description</u></td><td colspan="2"><u>80% Rate</u></td></tr><tr><td>2003</td><td>\$ 350.00</td><td>\$ 120.00</td><td>0</td><td>1</td><td>Single</td><td colspan="2">\$ 291.16</td></tr></table></div>								<u>Ini Year</u>	<u>AWW Before Ini</u>	<u>Disc Fringes</u>	<u>Dependents</u>	<u>Tax class</u>	<u>Description</u>	<u>80% Rate</u>		2003	\$ 350.00	\$ 120.00	0	1	Single	\$ 291.16																																																
<u>Ini Year</u>	<u>AWW Before Ini</u>	<u>Disc Fringes</u>	<u>Dependents</u>	<u>Tax class</u>	<u>Description</u>	<u>80% Rate</u>																																																																
2003	\$ 350.00	\$ 120.00	0	1	Single	\$ 291.16																																																																
<table><tr><td>01/15/2003</td><td>01/21/2003</td><td>2003</td><td>\$ 470.00</td><td>\$ 291.16</td><td>\$ 350.00</td><td>\$ 0.00</td><td>\$ 0.00</td><td><span>Calc</span></td></tr><tr><td><u>Beg Date</u></td><td><u>End Date</u></td><td><u>Yr Pd</u></td><td><u>Wage Before</u></td><td><u>80% Before</u></td><td><u>Wage After</u></td><td><u>80% After</u></td><td><u>Partial_Rate</u></td><td></td></tr><tr><td>01/01/2003</td><td>01/07/2003</td><td>2003</td><td>\$ 470.00</td><td>\$ 291.16</td><td>\$ 500.00</td><td>\$ 307.61</td><td>\$ 0.00</td><td></td></tr><tr><td>01/08/2003</td><td>01/14/2003</td><td>2003</td><td>\$ 470.00</td><td>\$ 291.16</td><td>\$ 400.00</td><td>\$ 251.78</td><td>\$ 39.38</td><td><span>Delete</span></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td><span>Edit</span></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								01/15/2003	01/21/2003	2003	\$ 470.00	\$ 291.16	\$ 350.00	\$ 0.00	\$ 0.00	<span>Calc</span>	<u>Beg Date</u>	<u>End Date</u>	<u>Yr Pd</u>	<u>Wage Before</u>	<u>80% Before</u>	<u>Wage After</u>	<u>80% After</u>	<u>Partial_Rate</u>		01/01/2003	01/07/2003	2003	\$ 470.00	\$ 291.16	\$ 500.00	\$ 307.61	\$ 0.00		01/08/2003	01/14/2003	2003	\$ 470.00	\$ 291.16	\$ 400.00	\$ 251.78	\$ 39.38	<span>Delete</span>									<span>Edit</span>																		
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<div>Total Weeks: 2 <span>Reset</span> <span>Print Options</span> <span>Exit</span> <span>F1 - Help</span></div>																																																																						

### Purpose


This screen is used to determine the correct partial rate of compensation. The records will be saved under a chosen file name until the user chooses to delete them.


### How to use this screen





The first step is to create a file name.

1. Click on the **Add/Edit File** button on the screen in the upper left corner. This will take you to the Partial Records screen.


### Partial Records Screen

 **Partial Records** File Number: 4

 **New File** Save

 Edit  Cancel  Delete Selected  Delete All

Click on Existing File Name Below to Select it

Select File  Exit Screen F1 - Help

### To Create a New File

1. Click on the **New** button.
2. Type in a file name of your choice in the **File Name** field.
3. Click on the **Save** button.
4. To work on the file that was just created, click on the File Name in the box and click on the **Exit** button at the bottom of the screen.

### To Rename an Existing File

1. Click on the File Name that you would like to rename from the list in the box.
2. Click on the **Edit button**.
3. Edit the new file name in the **File Name** field.
4. Click on the **Save button** to save your changes.

**To Delete Selected Files**

1. Click on the File Names that you would like to delete. Hold your **Ctrl key** down when selecting more than one file.
2. Click on the **Delete Selected button** to delete the selected files.

**To Delete All Files**

1. Click on the **Delete All button** to delete all of the files at once.

Click the **Exit button** to return to the previous screen (Partial Benefits Screen)

**Entering Partial Benefits Calculations on the Partial Benefits Screen**

1. Select a File Name by clicking on the **File Name** dropdown box.
2. Enter the Injury Year in the **Inj. Year** field.
3. Enter the Gross Weekly Wage in the **AWW Before Inj.** field.
4. Enter the Discontinued Fringes amount, if any, in the **Disc. Fringes** field.
5. Enter the number of dependents in the **Dependents** field.
6. Enter the Tax Class in the **Tax Class** field.
7. Click on the **Calc button** to the right of the file name to calculate the 80% Before Rate for this file.
8. To calculate the Partial Rates, enter the Beginning Date in the **Beg Date** field.
9. The Ending Date will be pre-filled for you based on a seven day week.
10. The Year Paid field will be pre-filled with the end date year, although you may enter a different Year, if necessary.
11. The 80% Before amount will be pre-filled for you.
12. Enter the Wage After amount in the **Wage After** field.
13. Click the **Calc button** on the middle right half of the screen to calculate the 80% After amount and the Partial Rate.
14. Continue entering the Wage After amount in the **Wage After** field until you have completed all entries. The system will automatically fill the new begin date, but this can be changed if necessary.
15. All records are automatically saved.
16. The **Print Options button** may be selected to print all records for a file or only those that were paid in a specific year. This report can then be attached to the Form 701 at the end of the year or when partial benefits are terminated.

Most Keyboard Shortcuts on this screen use a **CTRL** Key plus the underlined letter of the function you wish to perform.

- **For Example:**
- To calculate the 80% Rate, select the **CTRL+L** key combination.
- To calculate the Partial Benefits Rate, select the **CTRL+C** key combination.
- To Reset the screen fields to their original values, select the **CTRL+R** key combination.
- To print the report, select the **CTRL+P** key combination.
- To Exit out of this screen, select the **CTRL+E** key combination.

## Additional Information

### About Screen

The screenshot shows a Windows-style dialog box titled "About this System". It contains the following information:

<b>Program Filename</b> F:\FOX\DEV\WCCALC\WCCALC.EXE			
<b>File Date</b>	01/14/2003	<b>File Time</b>	8:51:06
<b>File Size</b>	1884307	<b>File Version</b>	4.0
<b>Product Name</b> Workers' Comp Calc			
<b>Product Version</b> 4.0			
<b>File Description</b> This system calculates the weekly Compensation Rate, Accrued Benefits, & Interest.			
<b>Company Name</b> Department of Information Technology			
<b>Legal Trademark</b> Department of Information Technology, CIS Services			
<b>Legal Copyright</b> Department of Information Technology, CIS Services			
<b>Comments</b> Calculates Rates up thru 2003.			

At the bottom of the dialog box, there are two buttons: "Done" and "F1 - Help".

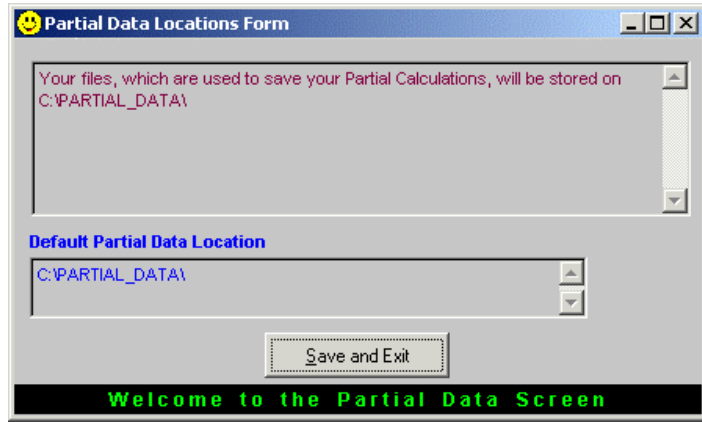
#### Purpose

This screen is used to verify Version and other related information. Every time changes are made to this system, the Version Number will be incremented, so this number can be useful to verify that the users are using the current version.

#### How to use this screen

- This screen has information that is display only. No processes are available in this screen.
- To verify that you have the latest version, check the Product Version, File Date and File Time. Check our web site to see what the latest available version is.
- To get the latest version of this software, please ensure that you are connected to the Internet, then go to our web site, at: <http://www.michigan.gov/wca/0,1607,7-191--41812--,00.html>

## Data Location Screen



### Purpose

This screen is used to set the location where the Partial Data tables will be created and saved.

### How to use this screen

1. The first time you come into this screen, you will be asked for the location that should be used to store your partial data tables. The default location is set to C:\PARTIAL\_DATA\ and cannot be changed.

## Keyboard Shortcuts

This topic displays all of the available Shortcuts for this system. They are categorized by the area in which they are available.

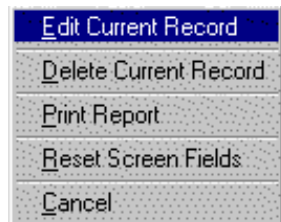
### 1. Menu Shortcuts.

- **Alt + Y - Selects the "System" menu option.**
  - **Ctrl + B** - Selects the "Rebuild Indexes" menu option.
  - **Alt + F4** - Selects the "Exit" menu option.
- **Alt + E - Selects the "Edit" menu option.**
  - **Ctrl + X** - Does a "Cut" of the selected text.
  - **Ctrl + C** - Does a "Copy" of the selected text.
  - **Ctrl + V** - Does a "Paste" of the selected text.
  - **Ctrl + N** - Turns the Tool Tips On.
  - **Ctrl + F** - Turns the Tool Tips Off.
- **Alt + S - Selects the "Screens" menu option.**
  - **Ctrl + O** - Selects the "Calculation Options" menu option.
- **Alt + W - Selects the "Window" menu option.**
  - **Ctrl + G** - Selects the "Arrange All" menu option.
- **Alt + H - Selects the "Help" menu option.**
  - **F1** - Selects the "On-Line Help System" menu option.
  - **Ctrl + L** - Selects the "Calendar Screen" menu option.
  - **Ctrl + Y** - Selects the "About this System" menu option.

### 1. Calculation Options Screen Shortcuts.

- **Weekly Comp Rate Screen.**
  - **F1** - Selects the "Weekly Comp Rate Screen" Help topic.
  - **Page Down** - Goes to the "Disability Period" Screen.
  - **Ctrl + W** - Selects the "Calc Weekly Comp" button.
  - **Ctrl + R** - Selects the "Reset" button.
  - **Ctrl + P** - Selects the "Print" button.
  - **Ctrl + E** - Selects the "Exit" button.
- **Disability Period Screen.**
  - **F1** - Selects the "Disability Period Screen" Help topic.
  - **Page Down** - Goes to the "Accrued Payment and Interest" Screen.
  - **Page Up** - Goes to the "Weekly Comp Rate" Screen.
  - **Ctrl + T** - Selects the "Calculate Total Comp" button.
  - **Ctrl + R** - Selects the "Reset" button.
  - **Ctrl + P** - Selects the "Print" button.
  - **Ctrl + E** - Selects the "Exit" button.
  - Holding **Right Mouse** Over Date field.
  - Displays a Calendar Screen.
- **Coordination of Benefits Screen.**
  - **F1** - Selects the "Coordination of Benefits Screen" Help topic
  - **Page Up** - Goes to the "Weekly Comp Rate" Screen.

- **Page Down** - Goes to the "Third Party Recovery Offsets" Screen.
- **Ctrl + B** - Selects the "Calc Benefits" button.
- **Ctrl + K** - Selects the "Calc Wkly" button.
- **Ctrl + R** - Selects the "Reset" button.
- **Ctrl + P** - Selects the "Print" button.
- **Ctrl + E** - Selects the "Exit" button.
- **Partial Benefits Screen.**
  - **F1** - Selects the "Partial Benefits Screen" Help topic.
  - **Page Up** - Goes to the "Accrued Payment & Interest" Screen.
  - **Page Down** - Goes to the "Third Party Recovery Offsets" Screen.
  - **Ctrl + L** - Selects the "Calc" button for the 80% rate.
  - **Ctrl + C** - Selects the "Calc" button for the Partial rate.
  - **Ctrl + R** - Selects the "Reset" button.
  - **Ctrl + P** - Selects the "Print" button.
  - **Ctrl + E** - Selects the "Exit" button.
- **Third Party Recovery Offsets Screen.**
  - **F1** - Selects the "Third Party Recovery Offsets" Help topic.
  - **Page Up** - Goes to the "Partial Benefits" Screen.
  - **Page Down** - Goes to the "Coordination of Benefits" Screen.
  - **Ctrl + S** - Selects the "Calc Recovery Offsets" button.
  - **Ctrl + R** - Selects the "Reset" button.
  - **Ctrl + P** - Selects the "Print" button.
  - **Ctrl + E** - Selects the "Exit" button.
- **Accrued Payment and Interest Screen.**
  - **F1** - Selects the "Accrued Payment and Interest Screen" Help topic.
  - **Page Up** - Goes to the "Disability Period" Screen.
  - **Ctrl + A** - Selects the "Partial Benefits" button.
  - **Ctrl + R** - Selects the "Reset" button.
  - **Ctrl + P** - Selects the "Print" button.
  - **Ctrl + E** - Selects the "Exit" button.
    - Holding **Right Mouse** Over Date field.
      - Displays a Calendar Screen.
    - Holding **Right Mouse** over Grid at bottom of screen.
      - Displays the following menu.



**Calendar Screen**

January 2003    January    2003

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

**Input Date**    **Output Date**

||    Cancel    Select    ||

F1 - Help

### Purpose

This screen is used to locate dates for date fields within this system. This screen can be accessed either from any date field within this system, or from the Help Menu.

### How to use this screen

#### 1. Access this screen from a Date field:

- From any Date field in this system, Right Click the Mouse button over the desired field.
- Select the date in this Calendar screen that you want entered in the field you started from.
- Verify that the date in the "Output Date" field is correct, as that will be returned in the starting field.
- Select the "Select" button. This screen will then close.
- If you wish to return to the previous screen without selecting a date, select the "Cancel" button.
- **Note:** The Input Date field will display the date that was in the field you came in from. If it is empty, that means that the field you came from was also empty.

#### 2. Access this screen from the Help Menu.

- Select the Help Menu (Alt + H).
- Select the "Calendar Screen" option.
- You can view dates using the Month & Year Drop down lists.
- When finished, either select the "Cancel" or "Select" button.

### Special Features

- This screen can be used to verify dates that are either in the future or in the past.
- You can search for any dates between the years 1900 and 2100.

**Rebuild Indexes Option**

The Rebuild Indexes Option (located in the System Menu) allows the user to rebuild all table indexes for this system. A reason for doing this is that sometimes Table Indexes will get corrupt. This may happen if a user's PC is not properly shut down. If this system is running when this happens, then the table indexes may need to be rebuilt. It will not cause any harm to run this process as often as necessary. If Rebuilding the Indexes does not repair the problems encountered, then reinstalling the product may be necessary. Select the Installation Topic that best suits your situation.



### Printed Documentation

In addition to On-Line Help, this system comes with complete printed documentation. There is a Microsoft Word document named **Manual.doc** that should be located in the **WCCalc\Help** directory of this system. If this system was installed in the default location, this file should be located in the **\Program Files\WCCalc\Help** directory. Simply open up this document using either Microsoft Word, or WordPerfect and print it. This document includes the following features.

- Table of Contents.
- Index
- Manual contents match the On-Line Help.
- Pictures of each screen in this system.
- Version Information.

**Contact Information**

To contact the **Workers' Compensation Agency** about this program, please feel free to use one of the following methods.

**Email Address:** wdcinfo@michigan.gov

**Phone Nbr:** (517) 322-1438

**Workers Comp Web Site:** <http://www.michigan.gov/wca>

**Calc Program Download Page:** <http://www.michigan.gov/wca/0,1607,7-191--41812--,00.html>

**Want to be informed of Updates?**

If you would like to be informed through e-mail of new updates to our program, e-mail us at the address listed above and let us know. We will notify you when a new version is available on our web page. In addition, we will explain enhancements and other information related to the latest version.

**Calculation Problems**

On an exception basis, the calculation program may produce a rate that is one cent different from the published rate books. Regardless of the discrepancy, it is acceptable to use the rate generated by the calculation program.

## Troubleshooting

Below are the known issues with this system at this time. If you need to contact someone to help you, see the Contact Information help topic for more information.

### Known Issues:

1. **Rounding Errors.** The 80% Rate calculation is sometimes off by a penny. See the Calculation Problems topic for more information.
2. **Missing Rate Years.** Rates for Tax Years 1982 and 1983 are not calculated by this system as we are not able to duplicate the published rate books.
3. **Foxuser files on desktop.** Occasionally, after installing the Workers Comp Calculation System, a Foxuser.dbf and a Foxuser.fpt file gets placed on the Windows desktop. This happens after executing one of the Shortcuts for this system for the first time. If these files are removed from the desktop, they return the next time the system is run. Version 1.1.3 of this system has fixed this problem. To get the latest version, follow the steps below.
  - Install the Workers Comp Calculation System using the CalcInst.exe file that was downloaded from the web. See the Internet Installation help topic for more information.
4. **Installation problems.** A few users have reported having problems getting this system to install properly. After running the CalcInst.exe file, they get a message that some files are missing.
  5. This problem has been fixed in Version 1.1.3.

## **Versions**

### **Version Information**

This topic will help you find out what version of this system you currently have, plus help you to get the latest version. Below is a list of the versions that have been released so far, as well as information about each version. The version help topics will explain what was fixed in that particular version, the date it was released, and more.

Version 1.1.1

Version 1.1.2

Version 1.1.3

Version 1.1.4

Version 2.1.1

Version 3.1.1

Version 4.0

Version 5.0

- To find out what Version you currently have, see the About screen help topic.
- To find out how to get the latest version using the Internet, see the Internet Installations help topic.
- To go to our Internet web site now, click [here](#) if you are already connected to the Internet.

## **Version 1.1.1**

**Version Nbr:** 1.1.1

**Changes Made By:** OTR Staff

**Types of Changes:** Initial Implementation.

**Date of Install:** 11-19-1999.

**Comments:** This is the initial release of this Visual Foxpro system. This system replaces a Dbase system that was not Year 2000 Compliant, and had conflicts running in Windows 95 or higher operating environments. This version calculates years of injury from 1966 thru 1981 and 1984 thru 1999.

**Version 1.1.2**

**Version Nbr:** 1.1.2

**Changes Made By:** OTR Staff

**Types of Changes:** Initial Implementation.

**Date of Install:** 12-29-1999.

**Comments:** This version was updated to include rates for the year 2000.

Version Nbr: 1.1.3.

Changes Made By: OTR Staff

Date of Install: 02-03-2000.

**Types of Changes:**

1. **Rounding Errors:** A rounding error was discovered in the Disability Period Screen in the "Total Comp Payment for the Period" field. The third decimal was being truncated instead of Rounded, so some calculations were off by a penny. This has now been fixed to round to two decimal places.
2. **Foxuser files on Desktop:** On a few users PC's, when they started up the Workers Comp Calculation System, two files would be placed on their desktop. The foxuser.dbf and foxuser.fpt files. If the files are removed, then the system started again, the files would reappear. This problem has also been fixed.
3. **Disability Period Begin and End Date problem:** The Disability Period Screen would not let you enter a Beginning Date and Ending Date that was the same. An error would be displayed stating that the Beginning Date could not be after the Ending Date. This has been changed to now allow you to calculate comp for one day.
4. **Accrued Screen Sort Problem:** The Grid in the Accrued Payment & Interest Screen was sorting the data in alpha order instead of Date order. What this did was sort the data in the Grid by Month/Day/Year instead of Year/Month/Day. This has been fixed in this version.
5. **Installation Problems:** A few users reported having problems installing this system. One message reported was "Error 1305 Unable to find temp file WCCompinstall.msi". It appears that this file does not get unzipped from the Calcinst.exe executable. To fix this and a few other known problems we switched to a different installation method. We are now using InstallShield to create our setup executable. In our testing, the Error 1305 problem has been resolved.



**Version 1.1.4**

**Version Nbr:** 1.1.4.

**Changes Made By:** OTR Staff

**Date of Install:** 06-06-2000.

**Types of Changes:**

1. **Date Range Error:** The Disability Period Verification screen did not allow the users to enter a From & Thru date that was the same. This has been fixed.
2. **Printer Tray Problems:** Some printers would prompt the user to put paper in the fold down trays, which were considered to be Tray 1, but were not the default tray. The default printer tray should now be used correctly.
3. **Printer Report Problems:** On the Disability Period Verification report, some printers would print asterisks in the Total Comp Payment For The Period field. This has now been fixed.

**Version 2.1.1**

**Version Nbr:** 2.1.1

**Changes Made By:** OTR Staff

**Date of Install:** 01-16-2001.

**Types of Changes:**

1. **New 2001 Rate Tables:** This version has been modified to include rates for the year 2001.

## Version 3.1.1

**Version Nbr:** 3.1.1

**Changes Made By:** OTR Staff

**Date of Install:** 1-17-02.

**Types of Changes:** This version includes the following changes:

The **Weekly Comp Rate** screen has been modified to include a space for discontinued fringes. The 80% rate will always be calculated based on the total of the average weekly wage and the discontinued fringes, but the general disability rate will be limited to 2/3 of the state average weekly wage, when applicable.

This version also includes three new screens:

1). **Partial Benefits.** After entering in the pre and post-injury wage information, this screen will calculate the partial benefits that are due for each weekly period entered. The file can then be saved so that future periods can be calculated. Reports can also be printed so they can be attached to the Form 701 whenever partial benefits are terminated or at the end of each year.

2). **Coordination of Benefits.** This screen is used when an individual is receiving a benefit that can be coordinated under Section 354, including pension, wage continuation, disability insurance, self-insurance, or old-age Social Security benefits. A report can also be printed.

3). **Third Party Recovery Offsets.** This screen is used when an individual has received a third party recovery. The amount of the offset is calculated using the formula set forth in the Franges decision. A worksheet can also be printed.

**Version Nbr:** 4.0

**Changes Made By:** BTS Staff

**Date of Install:** 01-15-2003.

**Types of Changes:**

1. **2003 Rate Tables** - The program has been modified to include rates for the year 2003.
2. **Partial Benefits Screen** - The "Wage Before" column in the table will now display the total of the AWW and fringes, if any. Also, the program will now allow zero dollars to be entered in the "Wage After" field for those claims that go back and forth from temporary partial to temporary total.
3. **Coordination of Benefits Screen** - In order to be consistent with recent case law regarding the calculation of partial benefits, the program will now calculate coordination of benefits based upon the year benefits are received rather than the date of injury.
4. **Accrued Payment & Interest Screen** - The Grand Total columns in the table were causing confusion because they were really cumulative totals. Therefore, they have been removed and replaced by a Grand Total line at the bottom of the table.
5. **Third Party Recovery Offsets Screen** - The program will now allow for zero dollars to be entered in Line 4 (Total W.C. Paid as of Settlement Date) since third party settlements sometimes take place before any indemnity benefits are paid.

## **Version 5.0**

**Version Nbr:** 5.0

**Changes Made By:** DIT Staff

**Date of Install:** 01-5-2004.

**Types of Changes:**

1. **2004 Rate Tables** - The program has been modified to include rates for the year 2004.

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